

3113 - ELECTRICAL INSPECTOR

NATURE OF WORK

Responsible, technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Services Department through reviewing construction plans and specifications and inspecting new and existing electrical installations. Work involves field and some office duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Conducts technical field inspections of buildings, equipment, and installations during various phases of electrical construction, installation, and operation.

Inspects new and existing electrical facilities, including, wiring, apparatus, equipment, and installations for light, heat or power.

Detects and investigates reported and unreported hazards, possible safety problems, unsanitary or inadequate conditions, and violations; determines conformity with established standards and approved plans.

Reviews electrical installation plans, blueprints, specifications and materials lists to determine compliance with applicable regulations and good building and construction practices and recommends approval or disapproval.

Issues permits and certifications dependent upon compliance with standards, and assists applicants in completing necessary forms; enters issued permits into computer data base.

Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards.

Computes fees for electrical permits and certifications.

Testifies in court and before related boards; obtains documentation; and prepares testimony.

Prepares and maintains reports, records, and correspondence concerning electrical enforcement and inspection activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of national, state, and local laws, codes, ordinances, and regulations regarding the installation and operation of electrical facilities, including, wiring, apparatus, fixtures, appliances, equipment, and installations for light, heat, and power.

Considerable knowledge of effective practices regarding installation, operation, and repair of electrical facilities.

Some general knowledge of building design and construction.

Some general knowledge of good construction practices.

Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.

Ability to read, understand, explain, and apply regulations.
Ability to make technical inspections and render valid decisions.
Ability to enforce regulations tactfully, firmly, and impartially.
Ability to establish and maintain effective working relationships with other employees, agencies, and the public.
Ability to communicate effectively both verbally and in writing.
Ability to make arithmetic and statistical computations with speed and accuracy.
Ability to use appropriate computer software in analysis, calculations, and record keeping.
Ability to testify effectively in court and before related boards.
Ability to research data and originate legal documents and other instruments of law.
Ability to prepare clear and concise records, reports, correspondence, and other documentation.
Ability to complete forms legibly and accurately.

MINIMUM REQUIREMENTS

Have five (5) years experience as a Licensed Journeyman or Master Electrician.
Attain provisional certification as an Inspector from the Florida Board of Building Code Administrators and Inspectors within thirty (30) days of appointment. Attain Standard certification within twelve (12) months of appointment.
Possess or attain an Electrical Inspector certification from the Dade County Board of Rules and Appeals (DCBRA) within sixty (60) days of appointment.
Driver's License.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching. Must have the physical ability to bend, crawl and climb over construction sites and within buildings. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General and specific assignments are received. Work is performed with considerable latitude for the use of independent judgment. Work is reviewed on a frequent basis and evaluated through verbal and written reports.

SUPERVISION EXERCISED

None.

Rev. 9/98